Reverted Payroll Accounts Receivable Activities

Several activities are described in this section for Reverted Payroll Accounts Receivable. Each is described below:

Establish a Reverted Payroll Accounts Receivable (GLA 1319)

Transaction Codes - TC 468 or TC 467.

Current Document Number - The Payroll A/R Number from the SCO Notice in A/R*nnnnn* format. Current Document Suffix should be **00** or agency convention.

Fiscal Year - Determined from the Pay Period on the Payroll A/R document.

Vendor Number - Required

Index, PCA, Source and Object Detail - Leave blank.

Agency Collection of a Reverted Payroll Accounts Receivable

Transaction Codes - TC 469 + TC 107. TC 469 clears the A/R; TC 107 applies the cash. Both transactions are done at the same time.

Source Code - Required for TC 107. Use **570000**.

> **NOTE 1**:   Agencies may find it helpful to use the reverted PCA/Index on the TC 107 entry.

> **NOTE 2**:   Agencies may also find it helpful to use the Vendor Number on the TC 107 entry. This data element will be needed for the remittance advice.

SCO Collection of a Reverted Payroll Accounts Receivable

Transaction Codes - TC 469 + TC 152 or TC 469R + TC 152R. TCs 469R and 152R are used to clear a negative Reverted Payroll A/R when the AR*nnnnnn* or AP*nnnnnn* journal entry is a debit.)

Current Document Number - SCO Transfer Journal Number, in AR*nnnnnn* or AP*nnnnnn* format. Current Document Suffix should be **00** or agency convention.

Reference Document Number - The Payroll Accounts Receivable Number (A/R*nnnnn* format) that was previously established with the SCO Notice of Payroll Accounts *Receivable*.

Write-off of a Reverted Payroll Accounts Receivable
Transaction Codes - TC 456 and TC 456R.

Reference Document Number - The Payroll Accounts Receivable Number (A/R*nnnnn* format, above).

Remitting a Reverted Payroll Accounts Receivable

Transaction Codes - TC 171 or TC 173.

Current Document Number - The Remittance Advice Number (RA*nnnnnn* format).

Source Code - Required. Use **570000**.

Appropriation Symbol - Required. The H05 may be used for coding information.

Process the SCO Receipt of a Reverted Payroll A/R Remittance
Transaction Code - TC 172.

Current Document Number - SCO Receipt Number (CR*nnnnnn* format). Current Document Suffix is **00** or agency convention.

Reference Document Number - The Remittance Advice Number (RA*nnnnnn* format).

Source Code - Required. Use **570000**.

Appropriation Symbol - Required. Use the Remittance transaction or the H05 Report.

See Exhibit XVI-8 for a sample of a completed CA-21 for Reverted Payroll Accounts Receivable. See Exhibit XVI-9 for a sample of a completed Std. 995A - Non-USPS--Agency Collection Accounts Receivable.

EXHIBIT XVI-19
STALE DATED CHECKS
REVOLVING FUND CASH

ACCOUNTING EVENT	TRANS CODE		GL IMPACT	
	AUTO	MANUAL	DR	CR
1. Cancel Stale dated Revolving Fund check		877	1130	3110
2. Record check from ORF to fund from which ORF reimbursement was drawn	421	418	3110	1130
3. Record Controller's receipt		136	1140	8000
4. If payee requests payment:				
Record revenue refund claim schedule	271	270	8000	3021
CALSTARS system generated transaction		360	3021	3020
Claim paid by SCO - CD102		252	3020	1140

Fund 0998

```
      1130 ORF Cash                3110 Due to
   (1) 100 |  100 (2)          (2) 100 |  100 (1)
```

Fund from which ORF reimbursement was drawn

```
    1140 CIST            3020 Claims Filed      3021 Claims in Proc        8000 Revenue
 (3) 100 | 100 (4c)     (4c) 100 | 100 (4b)    100 (4b) | 100 (4a)     (4a) 100 | 100 (3)
```

EXHIBIT XVI-20
STALE DATED CHECKS
GENERAL CASH

ACCOUNTING EVENT	TRANS CODE		GL IMPACT	
	AUTO	MANUAL	DR	CR
1. Cancel Stale dated General Cash check		873	1110	8000
2. Remit check to SCO	173	171	1150	1110
3. Record Controller's Receipt		172	1140	1150
4. If payee requests payment:				
Record revenue refund claim schedule	271	270	8000	3021
CALSTARS system generated transaction		360	3021	3020
Claim paid by SCO - CD102		252	3020	1140

General Cash Fund

```
   1110 Gen Cash            1140 CIST           150 Cash in Transit      3020 Claims Filed
  (1) 100 | 100 (2)       (3) 100 | 100 (4c)    (2) 100 | 100 (3)       (4c) 100 | 100 (4b)
          |                       |                      |                        |


  3021 Claims in Proc        8000 Revenue
  (4b) 100 | 100 (4a)       (4a) 100 | 100 (1)
```